

PROPERTY EASEMENT DESCRIPTION GUIDE WETLAND RESERVE PROGRAM

1. SCOPE

The work shall consist of obtaining adequate information to describe the parcel of land in sufficient detail that it can be recorded with the local Clerk and Recorder. It shall also consist of establishing and locating the boundaries to reflect the intent of the seller and buyer.

2. PURPOSE

Easements need to be described using the rectangular survey system, existing recorded property descriptions, or from field measurements which describe the area in sufficient detail to allow it to be recorded in the local courthouse.

3. QUALITY OF WORK

Rectangular survey system descriptions or field data collected to describe a specific land area shall be of sufficient detail that the landowner and the Natural Resources Conservation Service (NRCS) have a mutual understanding of the scope and extent of the area. The conveyance document must meet state and county recording requirements which can be obtained from each County Clerk and Recorder's office as well as those required by the Office of General Counsel. The boundary description must tie to a district geographic feature, such as road intersections or other point of reference that is part of an existing property description, which allows it to be distinguished from any other parcel of land.

The description of the easement boundaries shall be obtained by using the Global Positioning System (GPS). The procedures to be used to collect field information and the data to be recorded to describe the easement should be reviewed with the Clerk and Recorder's office to insure acceptance at time of recording.

4. SURVEY AREA

The land area that is to be described by the collection of field data, will be located on an aerial photograph or map. The physical or geographic feature used in the boundary description for orientation will be defined and located on the aerial photograph and/or map. All easement boundary lines will have their end points identified and recorded and marked. **The route of ingress/egress to the easement area will be described and drawn on the survey map.** Steel fence posts with a marker providing information of the easement shall be installed at all corners and approximately every 500 feet along straight line segments. The marker will be provided by NRCS. Steel fence posts shall be a minimum of seven (7) feet in length and weigh at least 1.25 pounds per foot. The

embedded depth of the fence post shall be two (2) feet six (6) inches below the ground surface.

Flags, stakes, or other items used to temporarily locate the easement boundary on the ground should all be appropriately placed to provide GPS, or other acceptable procedure, with adequate information to obtain and record easement description information. The temporary items shall be removed after the posts have been installed.

The land area within the easement periphery shall be calculated and rounded to the nearest significant figure.

5. EASEMENT DESCRIPTION

A scaled drawing of the easement shall be prepared. The physical feature(s) that are identified and located on the property for orientation, shall be described and shown on the drawing describing the easement. The approximate distances along the straight line segments on the periphery shall be shown. The Section, Township, and Range description will also be provided. The lowest sub-description within the Section that includes the completed easement shall be used. Minimum local government requirements to describe and record an easement shall be met. **Five copies of the easement drawing shall be prepared (with at least three copies reduced to 8 ½ inch by 14 inch sheets). The copies shall be provided to the seller (1), buyer (3) and local unit of government (1) recording the easement. A digital survey drawing shall be prepared and submitted with the hard copies. The digital files shall be in shapefile format or a drawing file (.dwg) for AutoCAD version 2000 or earlier. The shapefile format is the preferred format to use. The files shall be referenced to the Indiana State Plane Coordinate System (East or West as appropriate for the location), US Feet, North American Datum 1983.” The perimeter of the easement should be attributed as a separate and extractable polyline layer or polygon feature component of the drawing for conversion to a geographic information system.**

6. NOTIFICATION OF INTENT TO OBTAIN EASEMENT DESCRIPTION

It is important for the landowner and the NRCS representative to jointly locate the boundaries of the easement in the field. The landowner shall be provided reasonable prior notice of intent to collect the easement description information to enable him/her to schedule the visit.